

OLRS Communication

- What?** Job Seeker Application Fields
- Who?** OLRS Professional Users and Job Seekers
- Why?** Enhancements to Functionality
- When?** February 15, 2012

Message: The 2012 NEOGOV Winter Enhancement release gave the ability to disable, require, or make optional some of the job seeker application fields that appear when the job seeker selects to apply to a state of Washington job posting.

The Interagency OLRS Advisory Team reviewed the options and made decisions based on the needs of the majority of our state recruiters, and the ease of the application process for job seekers. The configuration changes were made in the system this morning.

- The email field is now **required**.
- The following fields were optional; they are now all **disabled**. This means they do not appear to job seekers when applying to a state of Washington posting:
 - Notification Preference
 - Minimum Compensation per Year
 - Minimum Compensation per Hour
 - Objective

Note: *The fields still appear if the job seeker creates their account and application prior to clicking on the 'Apply' button directly on a state of Washington job posting in careers.wa.gov.*

Additional Information: A new optional multi-select field appears on the job posting in Insight for recruiters to select the reason(s) why a posting was republished. This field content can then be used in Ad Hoc (beta) reports for tracking the reason why your agency postings were republished. This field does not appear to job seekers. If your agency has other selection options they would like available in this field, please email Devonee at devonee.davis@des.wa.gov with your suggestion.

Reminder: When you have a change in staff, notify the service center (servicecenter@dop.wa.gov) to remove their Insight access. Your agency Liaison inactivates their OHC access. To grant Insight access to a new staff member, send the completed [Request for Recruiter/Analyst OLRS Access](#) form to the service center. Your agency Liaison establishes their OHC access unless the new staff member had OHC access at their prior agency. In that case they need to notify DES to make the update.

Questions? Contact:

Service Center: (360) 664-6400

Email Contact: servicecenter@dop.wa.gov

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